



STATE OF VERMONT
LEGISLATIVE OFFICE OF HUMAN RESOURCES

In-House Employment Counsel

The Legislative Office of Human Resources seeks to hire an In-House Employment Counsel. The non-partisan position of In-House Employment Counsel plays a central role, in strategic collaboration with the Legislative Office of Human Resources, in legal compliance and mitigating employment-related risk for the Vermont General Assembly. This role acts as an advisor on various HR processes, policies, and best practices, and is responsible for developing resources and tools to lead, monitor, and promote HR legal compliance. The In-House Employment Counsel is a trusted advisor who strives to ensure the work environment embodies trust, fairness, and inclusion for staff and legislators. The In-House Employment Counsel also serves as legal counsel to the House Sexual Harassment Prevention Panel and the House Discrimination Prevention Panel and may provide confidential legal advice to the Senate Sexual Harassment Panel, upon request.

This position may work in consultation with the Office of Legislative Counsel.

Salary will be based on qualifications and experience. The comprehensive State benefits package includes health insurance and retirement plans.

Education and Experience:

Required:

- A degree from an accredited law school or equivalent legal training.
- Minimum 5 years of post-JD, recent, relevant, and broad employment law experience, as well as significant advice and counsel experience.
- Currently licensed to practice law in Vermont and in good standing or currently licensed to practice law and in good standing in another state with the ability to become licensed to practice law in the State of Vermont within one year from the date of hire.

Preferred:

- Experience handling issues related to accessibility requirements under the ADA and State public accommodations laws.
- Prior work in a legislative environment.
- Employment litigation experience.

Required Skills:

- Demonstrated knowledge of State and federal employment discrimination and other employment-related statutes, as well as common law employment claims
- Experience handling full range of employment issues, including hiring, retention, performance management, employee discipline, termination, severance, workplace investigations, policy development, employment agreements, FLSA and State wage and hour issues, FMLA, workplace accommodations, training, incentive pay, pay equity, restrictive covenants, protection of confidential information, and diversity, equity, and inclusion (DEI).

- Proven ability to manage legal matters with minimal oversight.
- Strong analytical and organizational skills, attention to detail, experience developing client reports, and ability to handle high work volume and balance competing demands.
- Ability to develop and maintain relationships with internal and external stakeholders, including a willingness to interface with all legislators and staff.
- Excellent oral and written communication skills.
- Ability to maintain composure while working proactively, independently, and reliably under tight timeframes in a fast-paced environment.
- Strong research, analysis, and writing skills, with the ability to interpret, analyze, and draft legal documents and instruments.
- Ability to maintain a flexible schedule, including working extended hours, possibly on nights and weekends.
- Ability to analyze and interpret issues and provide nonpartisan, expert information in a political environment.
- Ability to maintain confidentiality and manage politically sensitive work.

To apply, please submit in Word or PDF format a resume, a writing sample, and a cover letter explaining your interest and qualifications by e-mail to: HRApplications@leg.state.vt.us. Please put your name and “employment counsel application” in the subject field of the e-mail. Applications must be submitted by January 5, 2024.

The Vermont General Assembly is an equal opportunity employer, and applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, disability, veteran status, or other protected category.